

Memorandum
No. 25-1-101

1 October 2002

Information Management
HQUSACE POLICY ON THE USE OF MODEMS

1. Purpose. This Office Memorandum (OM) establishes policy, guidelines, and standards regarding the use of all modems within the Headquarters, United States Army Corps of Engineers (HQUSACE). The OM covers all modems attached to and/or installed into or onto any personal computer, workstation, or server that is connected, or can be connected to the HQUSACE, HECSA, Army wide-area or local area networks.

2. Applicability. This OM is applicable to all HQUSACE elements and contractor personnel or other individuals doing work for HQUSACE.

3. Distribution Statement. Approved for public release, distribution is unlimited.

4. References.

a. AR 380-19, Information Systems Security.

b. Army Modem Dial-in Standards and Policy, 23 April 1999.

5. Policy.

a. Modems can be an exploitable entry into the corporate information infrastructure. For this reason, all modems in use must be compliant with the standards listed below:

(1) Computers, workstations, or servers will not be connected to both a LAN connection and to a phone line simultaneously. In those extremely rare cases when a HQUSACE computer, workstation, or server must have both a modem and a LAN connection simultaneously, both the modem

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and the phone line will be configured for out-dial only. The HECSA Information Assurance Manager (IAM) and the Chief of Information Management (CIM) must concur on a waiver before this configuration is allowed to become, or to remain, operational.

(2) If dial-in access is the ONLY method available to support mission-critical system(s) external to the HQUSACE LAN, and the LAN remote access dial-in/out software does not work with the application that is being used, the computer, workstation, or server with the modem will be physically separated from the network. Data from this machine will be transferred via magnetic media such as a floppy disk or zip cartridge.

(3) The connection of installed analog fax lines for modem use is expressly prohibited.


(4) All modems used for purposes other than those outlined above, will be physically removed from HQUSACE computers, workstations, or servers.

(5) All analog data lines, except those for computers, workstations, or servers covered under paragraph 5.a. (1), 5.a. (2), and dedicated fax machines, will be removed from service.

b. Violators of this policy may be subject to disciplinary action. Disciplinary action includes, but is not limited to, warnings, reprimands, suspension, loss of pay, and/or loss of job. Military personnel are also subject to the full range of discipline as outlined under the Uniform Code of Military Justice (UCMJ).

6. This policy will remain in effect until superceded.

FOR THE COMMANDER:


JOSEPH SCHROEDEL
Colonel, Corps of Engineers
Chief of Staff